

# Workplace Alaska

## Class Specification Car Supervisor

**Created:**  
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**Class Title:** Car Supervisor  
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**Last Update Comments:**

### Definition:

Working as a supervisor in the Mechanical Department's car areas, ensures that ARRC freight and passenger cars are routinely repaired, maintained, and serviced in a safe, effective and timely manner. Supervises daily operation of the car facilities functions in Anchorage, Fairbanks, Whittier or Seward to ensure car operations are completed in a safe, effective and timely manner. Complies with applicable FRA, ARRC, AAR loading and interchange rules and regulations to ensure ARRC passenger, freight and foreign cars are serviced and repaired in a manner promoting safe and efficient rail service.

### Distinguishing Characteristics:

### Examples of Duties:

- Ensures that all Mechanical employees comply with ARRC safety rules and that the shops, equipment and practices are operated in the safest manner. Conducts scheduled safety meetings.
- Inspects, repairs and ensures that securement and measurements of dimensional loads are in compliance with ARRC, AAR and FRA rules and regulations.
- Supervises regular servicing, maintenance and repairs to ARRC system and foreign freight cars, cabooses, and outfit cars in accordance with ARRC maintenance schedules and FRA requirements. Ensures that proper inspections and repairs are made and billing repair cards are properly prepared for system and foreign line equipment. Performs repair activities in accordance with applicable AAR and FRA rules and regulations in outlying points where working supervisors are employed.
- Supervises yard car inspectors and open top load inspections, and evaluates general equipment failure, recommending manpower, tools, and material required for repairs, directing personnel in appropriate repair operations. Supervises all rerailling and wrecker train equipment and operating requirements.
- Compiles and maintains all records and reports required by the ARRC, AAR and FRA relevant to repairs and maintenance of all equipment.
- Supervises craft personnel in accordance with ARRC Human Resources policies and collective bargaining agreements.

### Knowledge, Skills and Abilities:

FACTOR 1: Technical and Operational Knowledge

High school diploma or GED is required. Five years of mechanical equipment production, maintenance, or quality assurance experience is required. One year demonstrated leadership, lead craftsman or supervisory experience is required. Knowledge of safe work practices and methods required. Knowledge of ARRC write-up procedures, working knowledge of 49 CFR parts 200 to 399 and Part 238 regarding passenger regulations is preferred. Knowledge of mechanical terminology, processes, and functions is used when evaluating equipment failure and in devising maintenance program improvements, component failures, and engineering design. Must be able to understand and apply principles, policies and procedures in the areas of safety, human resources, and purchasing. Must have a positive attitude towards safety and be able to project that image to co-workers and subordinates. Must be a team player and work cooperatively with all other supervisors and ARRC employees at all times. Must be able to communicate both orally and in writing. Also, must be able to lead and motivate people, even under adverse conditions. Skill in operating a personal computer and a working knowledge of word processing and spreadsheet software, preferably Word and Excel. Possession of a valid driver's license is required.

FACTOR 2: Analytical Skills and Impact

Incumbent must have the ability to analyze, evaluate and monitor assigned projects. Incumbent uses a working knowledge of AAR, APTA, and FRA regulations to ensure the corporation's compliance. Incumbent monitors employees' practices, repair methods, and makes assessment of training needs. Incumbent is jointly responsible for management of inspection reports/records and preventative maintenance completion. Compliance with regulations determines the corporation's ability to pass inspections and avoid costly fines.

FACTOR 3: Supervision and Control

Incumbent directly supervises up to 15 employees assigned to the ARRC Car Department. Specific areas of responsibility include craftsmen, passenger and freight car maintenance. Incumbent monitors and provides necessary documentation relevant to employee performance as it applies to attendance and performance, in both safety and production areas.

#### FACTOR 4: Communication

Contacts are with subordinate employees and all levels of employees within own and other departments, managers, customers, safety and training consultants, and compliance officials. Contacts are for the purpose of advancing ARRC Mechanical Department preventative maintenance programs and the performance of running repairs to accomplish established production goals. Incumbent reports directly to Manager, Car Operations

#### FACTOR 5: Working Conditions

Approximately 35% of work is performed in an office setting with the remaining performed within a shop and outside work sites. Incumbent must be available for call out at all times and be able to travel at short notice. While working a derailment outside work is sometimes required in extreme weather.

#### **Minimum Qualifications:**

High school diploma or GED is required. Five years of mechanical equipment production, maintenance, or quality assurance experience is required. One year of demonstrated leadership, lead craftsman or supervisory experience is required. Familiarity in derailment activities and re-railing of equipment is preferred. Skill in operating a personal computer and a working knowledge of word processing and spreadsheet software is required (Word and Excel software is preferred.) Knowledge of ARRC write-up procedures, working knowledge of 49 CFR parts 200 to 399 and Part 238 regarding passenger regulations preferred. Must have the ability to effectively communicate both orally and in writing, in addition to good records management skills. Possession of a valid driver's license is required.

#### **Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

#### **Special Note:**

#### **Minimum Qualification Questions:**

Have you answered all of the above questions?